

SATO Office Closings

July 12, 2006

Effective June 23, 2006, SATOTravel closed the Kansas City, MO SATO office. The Albuquerque, New Mexico SATO office was closed effective June 30, 2006. Employees serviced by these locations will utilize SATO's Call Center located in San Antonio, TX on 1-800-736-9899 for all future travel reservations.

In order to help ensure a smooth transition, we are asking employees serviced by these locations to complete and fax new SATO profile forms to 877-905-9646 via the following website:
<http://www.corporateservices.noaa.gov/%7efinance/EDS.Navigantprofile.pdf> . By completing the form, NOAA employees can expect to receive more efficient service from SATO.

If you have any questions, please contact Rachael Wivell on 301-444-2136.

Thank you